



# LILONGWE CITY COUNCIL

P O BOX 30396  
LILONGWE 3

## REQUEST FOR QUOTATIONS (FOR WORKS)

**Procurement Number: LCC/CDF/03/24/BOREHOLE/LLCSE**

To: .....

.....

..... **Date: 24<sup>th</sup> April, 2024**

The Procuring Entity named above invites you to submit your quotation for carrying out the works as described herein. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except where modified by this Request for Quotations.

### SECTION A: QUOTATION REQUIREMENTS

#### 1) Description of Works and Location

***DRILLING OF BOREHOLE IN LILONGWE CITY SOUTH EAST CONSTITUENCY UNDER CONSTITUENCY DEVELOPMENT FUND (CDF) PROJECT FOR 2024 - 2025 FINANCIAL YEAR***

Works are to commence by **two weeks** from the date of order.

- 2) Works to be completed by: **Sixty (60) days** from the date of order.
- 3) Quotations must be valid for **Ninety (90) days** from the date for receipt given below.
- 4) Quotations and supporting documents as specified in Section B must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 5) Quotations must be received, in sealed envelopes no later than: **10:00 Hrs on Wednesday, 1<sup>st</sup> May, 2024.**

Quotations must be returned to:

**The Principal Procurement Officer, Lilongwe City Council, Civic Offices, Room No. 114, City Centre, Box 30396, Lilongwe 3**

- 6) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) *{delete as appropriate}* at Section C details the works to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.
- 7) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by the issue of a Local Purchase Order.

Signed: .....Date: .....

Name : **ANDREW NGALANDE**

Title/Position: **PRINCIPAL PROCUREMENT OFFICER**

For and on behalf of the Procuring Entity

# LILONGWE CITY COUNCIL

**Procurement Number:**.....

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and certification as stated within this RFQ.

## SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Works will commence within .....days/weeks/months from date of Purchase Order.
- 3) Works will be completed by .....days/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is .....days from the date for receipt of Quotations.
- 5) We attach the following documents:
  - (i) Section C of the Request for Quotations completed and signed;
  - (ii) A copy of our Trading Licence/Business Registration Certificate
  - (iii) A copy of our Annual Tax Clearance Certificate (for 2023/2024 Financial year)
  - (iv) A Copy of our Drilling Certificate
  - (v) A list of recent contracts performed

*To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria.*

- 6) Registered with National Construction Industry Council (NCIC): Provide membership renewal receipt for the **2023/2024** financial year, Category for Borehole Drilling.
- 7) Proof of Financial resources to carry out the work or access to bank credit of MK 2.5Million.
- 8) 3 Similar works carried out as a prime contractor within the past 3 years backed up by completion certificates.
- 9) Average annual turnover of MK 10 Million for the past 3 years
- 10) **Personnel with the following qualification:**
  - (a)Plumber or water Technician with 3 years of experience in similar works. **Attach Curriculum Vitae (CV) and copy of Certificate.**
- 11) Rate analysis development backed up by quotations
- 12) Proposed Program of works
- 13) Proposed equipment to be used. (Drilling Machine)
- 14) **No bad record or non-compliance with Lilongwe City Council or Government Offices**
- 15) We confirm that our quotation is subject to the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders.
- 16) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

### Quotation Authorisation:

Signed:.....Date: .....

Name: ..... Title/Position: .....

Authorised for and on behalf of (Company name and seal): .....

.....

# LILONGWE CITY COUNCIL

Procurement Number:.....

Registered Address:

.....  
 .....

If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.

## SECTION C: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER))

### For Lump Sum Contracts

Item No.	Description of Activity	Price in Kwacha
1	Drilling of Borehole	
	<b>Sub Total</b>	
	<b>Add VAT at 16.5%</b>	
	<b>Total Lump Sum Price</b>	

The following attachments are appended to clarify the Description of Activity:

*[List each attachment e.g. drawings and detailed technical specifications]*

### Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

# LILONGWE CITY COUNCIL

Procurement Number:.....

## SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

For Contracts where Payment is to be based on Quantities of Work actually performed at the unit rates quoted

BILLS OF QUANTITIES					
ITEM	DESCRIPTION	QTY	UNIT	RATE	MK
1	Drilling of Borehole	1			
<b><i>Please refer to the attached Bills of Quantities</i></b>					

The following attachments are appended to clarify the Description of Activity:  
[List each attachment e.g. drawings and detailed technical specifications]

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

## BOQ - Borehole

No	Description	Unit	Quantity	Rate (MK)	Total
<b>1</b>	<b>General</b>				
1.1	Mobilisation/Demobilisation	LS	1		-
1.2	Geophysical Survey and bh siting report	LS	1		-
1.3	Rigging up and down	LS	1		-
<b>2</b>	<b>Borehole</b>				
2.1	Drilling 0 - 35 m	m	35		-
2.2	Drilling > 35 m	m	15		-
2.3	Backfilling unsuccessful bhs	No.	1		-
<b>3</b>	<b>Borehole logging</b>				
3.1	Lithological logging	LS	1		-
<b>4</b>	<b>Materials supply and installation</b>				
4.1	Supply 125 mm dia plain uPVC class 10 in centraliser	m	20		-
4.2	Supply 125 mm dia screen uPVC class 10 in centraliser	m	30		-
4.3	Install 125 mm dia plain uPVC class 10 in centraliser	m	50		-
4.4	Supply and install 125 mm end caps	m	2		-
4.5	Supply and install 63 mm uPVC class 16 riser pipes	m	40		-
4.6	Supply and install graded filter pack	cm <sup>3</sup>	1.5		-
4.7	Supply and install AFRIDEV hand pumps in S/S roads	No	1		-
<b>5</b>	<b>Borehole development and pump testing</b>				
5.1	Borehole development	Hr	5		-
5.2	Constant yield pump testing	Hr	4		-
5.3	Recovery testing	Hr	1		-
<b>6</b>	<b>Sanitary protection works</b>				
6.1	Supply and install sanitary sieve	LS	1		-
6.2	Cement grouting	LS	1		-
6.3	Borehole Apron complete	LS	1		-
6.4	Soak away and associated works - Concrete cover 100mm thick, DN 2000mm on top of DPM to drawing specification	m <sup>2</sup>	2.5		-
6.5	Damped rip rap in soak away pit	m <sup>3</sup>	20		-
6.6	Laundry parts	LS	1		-
<b>7</b>	<b>Install AFRIDEV pumps</b>				
7.1	Install pump downhole components	LS	1		-
7.2	Install AFRIDEV pump head	LS	1		-

**8 Blockwork**

8.1 Block work - 115 x 180 x 400mm	m <sup>2</sup>	50
8.2 Plaster to the blockwork: ration 1:3, 19 mm thick	m <sup>2</sup>	37.5
8.3 Excavation ( 0 to 1.5m deep)	m <sup>3</sup>	45
8.4 Excavation ( more 1.5m deep)	m <sup>3</sup>	18

**9 Mislleneous**

9.1 Water quality test and report	LS	1
9.2 Borehole disinfection	LS	1
9.3 Pumpness/Allignment test	LS	1
9.4 Borehole construction report	No	1

**Sub Total for 1 Borehole**

Plus 1% NCIC levy

Plus 1% PPDA Levey

Plus 10% Contingency

**Sub-bid total price for one borehole**

Plus 16.5% VAT

**Evaluated Bid total price for 1 BH**

**Evaluated Bid total price for 3 BH**